

## **Affidavit Ballot Procedures**

Affidavit ballots should be used when:

1. A voters name is not in the poll book and the voter claims to be a registered voter in the election district.
  2. A voter claims to be enrolled in a political party other than the party indicated on the poll record.
  3. A person is already registered in Monroe County in another district but has recently moved into a different district.
  4. If a voter resides in the election district, the voter may vote on an Affidavit Ballot.
  5. Provide the voter with a paper ballot. Instructions are on the ballot.
  6. Instruct the voter to privately vote on the ballot, and seal it in the affidavit envelope.
  7. The voter must date, sign and completely fill out the affidavit envelope and the attached registration form (*a picture of the envelope appears on the next page*).
  8. An inspector (if possible, the Chairperson), **must** date, sign, completely fill out the affidavit envelope, and seal the envelope properly.
  9. Voters and inspectors should NOT detach registration form from affidavit envelope.
  10. Enter the voter's name and in Section IV of the **Challenge Report**.
  11. The inspector places the SEALED ballot envelope in the large "Affidavit Return" envelope for return to the Board of Elections. Place the voter's name on the front of the large "Affidavit Return" envelope. Affidavit/Emergency Return Envelope
- ★ *All voted affidavit envelopes are returned unopened to the Board of Elections.*